

TITLE: PROGRAM ANALYST – BUSINESS ANALYST

POSITION: INTERMITTENT PERSONAL SERVICES CONTRACTOR (PSC)

PAY BAND: MC-5 (\$48,000 - \$75,000)

1.0 INTRODUCTION

The Millennium Challenge Corporation (MCC) is a U.S. Government corporation whose mission is to provide assistance that will support economic growth and poverty reduction in carefully selected developing countries that demonstrate a commitment to just and democratic governance, economic freedom, and investments in their citizenry. Key MCC operating principles relating to the award of grants include emphasis on economic impact, reward for performance, partnership with recipient countries, and focus on results. Eligible countries are invited to develop and submit grant proposals to MCC for consideration. MCC will seek to enter into a Compact for assistance with those countries that submit quality proposals for poverty reduction through economic growth.

2.0 SCOPE

The Department of Compact Operations (DCO) is seeking a recent college graduate on a consultancy basis to support the data management and reporting function of the division by carrying out a number of data entry, data quality control, report generation, and web site support functions.

Additionally, the MCC is developing a management information system (MIS) and is simultaneously working on improving its data collection processes, data quality and reporting structures. Policies, procedures, and standards are being defined in order to be able to roll out future MIS functionality, and requirements for new enhancements being defined. Additionally, documentation is being written for end-users to assist in understanding and using the MIS. Assistance is needed with the testing and data migration elements of this project.

3.0 TASKS

The Contractor may be expected to:

- Perform data entry, validate data in MIS system and manage approval of data
- Assist with developing financial reports
- Maintain status of receipt of quarterly data from MCC's country partners and perform data entry and validation into MIS
- Review MCC website and intranet and recommend and manage redesign of DCO related data components
- Maintain internal reporting database and SharePoint site
- Assist with testing MIS development
- Develop and maintain standard operating procedures
- Develop and maintain end-user and data reference guidance
- Develop training documentation and deliver training to staff on MIS functionality and usage
- Ensure MIS communications are comprehensive, audience appropriate, and delivered timely to users
- Maintain MIDAS SharePoint site
- Gather and refine requirements for development of custom reports in MIDAS from various MCC stakeholders; assist in execution of report requests
- Assist to develop/refine portfolio management tools and reports using MIDAS capabilities and data (requires some training on MIDAS Custom Reports tool)
- Document areas of weak data quality, analyze risk to MCC and develop recommendation to address weaknesses
- Provide dedicated support for report development to Department of Compact Operations using MIS data and functionality
- Conduct analysis of data currently collected from MCAs to determine additional measurements for Compact Implementation progress
- Define standard processes for certain key recurring tasks (e.g. disbursement request processing, target setting and revisions, new country/compact reporting initialization) to be adopted by DCO

- Determine and develop processes/reporting that would allow Operations Department to better understand operational costs (monetary and resource) of Compact Implementation
- Provide analysis of report requests and research data issues related to reporting
- Other duties as assigned related to the scope identified in Section 2 of this statement of work

4.0 DELIVERABLES

- Bi-weekly status report that describes the following: activities performed, issues/concerns and recommendations
- MIDAS-specific standard operating procedures, as requested
- End-user and data reference guidance, as requested
- Ad hoc reports, as requested

5.0 PLACE OF PERFORMANCE

The contractor will perform work under this contract on an intermittent basis in MCC eligible countries, Washington, DC, or at the consultant's office or home of record, as required to complete tasks upon approval of the COTR.

6.0 TYPE OF CONTRACT AND PERIOD OF PERFORMANCE

The candidate(s) will be offered an intermittent personal service type contract for a one-year base period, plus option for an additional one-year based on performance and agency requirements, which may be exercised at the sole discretion of the MCC. Contracts will be intermittent (up to 1,664 hours per 12-month period) dependent upon MCC requirements.

7.0 EVALUATION CRITERIA

- Undergraduate degree
- Strong quantitative skills
- Demonstrated ability for attention to detail
- Strong capability with Microsoft Excel and Microsoft Powerpoint.
- Familiarity with web design
- Excellent written and oral communication skills, including document editing and layout design
- Interest in/experience with international development and/or finance and/or management information development and data management

8.0 HOW TO APPLY

Interested parties should submit, by email, to recruitment@mcc.gov, the following package:

- (1) Curriculum Vitae/résumé;
- (2) A brief cover letter that addresses all evaluation criteria, as listed in this advertisement;
- (3) Three (3) professional references;

Please include “**PA – Business Analyst—Intermittent PSC**” in the subject line of your email. The initial cut-off for applications will be **October 14, 2011**; however, the announcement will remain open continuously until the position is filled. Applicants will be reviewed weekly after the initial cut-off period.